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Queens College

Legend for Queens College Campus Map

1. Burwell Hall
   (Administrative Offices)
2. McEwen Building
   (New College & Graduate School
   Offices and Classrooms)
3. Jernigan Student Center
   (Career Center)
4. Belk Chapel
5. Albright Residence Hall
6. Long Residence Hall
7. Blair Union
   (Early Learning Center)
8. Watkins Hall
9. Morrison Hall
   (Dining Room-College Bookstore)
10. Walker Science Building
11. Dana Classroom Building
12. E.H. Little Fine Arts Center
13. Barnhardt Center
14. Laura Tillett Building
15. Everett Library
16. Gazebo
17. Stultz Building
18. Belk Residence Hall
19. Wallace Residence Hall
20. Harris Residence Hall
21. Irwin-McKay Infirmary
22. Chi Omega Sorority Lodge
23. Phi Mu Sorority Lodge
    The Web
24. Alpha Delta Pi Sorority Lodge
    Kappa Delta Sorority Lodge
25. Ovens Gymnasium
26. Tennis Courts
27. Greenhouse
28. Heating Plant
29. Maintenance Shop
30. Parking Lots (A-E)
31. Mecklenburg Presbytery Center

The Graduate School at Queens Catalog

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The Graduate School 1983-1984 Calendar

TERM 1 1983

Monday, August 29	Registration
Tuesday, August 30	Classes Begin
Tuesday, September 13	Opening Convocation and Reception
Monday, October 17	Midterm
Monday, October 24	Last Day to Withdraw with a 'W'
Sunday, November 20	Classes End, Thanksgiving Break
Monday, November 28	Classes Resume
Monday, December 5	Classes End
Tuesday, December 6	Exams Begin
Monday, December 12	Exams End

TERM II 1984

Monday, January 30	Registration
Tuesday, January 31	Classes Begin
Wednesday, March 14	Midterm
Wednesday, March 21	Last Day to Withdraw with a 'W'
Sunday, April 1	Spring Recess Begins
Sunday, April 8	Classes Resume
Monday, May 7	Classes End
Tuesday, May 8	Exams Begin
Monday, May 14	Exams End
Friday, May 18	Baccalaureate
Saturday, May 19	Graduation

SUMMER TERM 1984

* Summer Session I	June 11-July 6
* Summer Session II	July 9-August 3
** Summer Session III	May 23-August 15

*Education courses only
**Business & Economics courses only

General Information

Statement of Purpose

The Graduate School at Queens provides post-baccalaureate, co-educational opportunities for advanced study and research in demanding and distinctive academic and professional programs. The Graduate School is designed to offer a stimulating, challenging, and scholarly community for the maximum intellectual and personal development of both students and faculty.

Accreditation and Memberships

Queens College is accredited by the Southern Association of Colleges and Schools and the National Association of Schools of Music. Queens College is also approved for veterans' education.

History of Queens College

Queens was founded in 1857 as the Charlotte Female Institute. Upon affiliation with the Presbyterian Synod of North Carolina in 1896 it was known as the Presbyterian College for Women. In 1914, the move was made to the present campus in Myers Park and it became Queens College. Through the merger with Chicora College in Columbia, South Carolina, in 1930, Queens became related to the Presbyterian Synod of South Carolina. With the creation of the Synod of the Southeast in 1973, Queens' official church relationship was extended to include Presbyterians in Georgia as well as those in the Carolinas.

The Board of Trustees holds title to the property of the college and is responsible for Queens' total program. The 34-member board—composed of business, professional, religious, and alumnae leaders—is elected by the Synod of North Carolina (10 members), the Synod of the Southeast (8), trustees (12), and the Queens College Alumnae Association (4).

History of The Graduate School at Queens

On April 30, 1979, the Queens College Board of Trustees, at their annual Spring meeting, approved the addition of a new administrative and educational unit to the college entitled "The Graduate School." Approval was also granted for the Master of Business Administration to be the first graduate degree program to be offered by Queens College. The program began in the Spring term of 1980. In the Spring of 1983, the Board of Trustees approved two Master of Education degrees to begin in the Fall term of the same year.

Administrative Offices

The Office of the Dean of the Graduate School and other Graduate School Administrative Offices are located on the first floor of McEwen Building, Room 102.

Student Services and Activities

Library

Currently enrolled Graduate School students have access to Everett Library. Information about library use by Graduate students can be obtained from the main desk in Everett Library.

The library collection consists of over 88,000 catalogued volumes and 550 current periodicals. There are 18,000 bound volumes of periodicals and 30,000 reels of microfilm. In addition to its books and periodicals, the library is a partial depository for United States government

documents. Audio visual equipment and catalogs for ordering films are available in the Media Center.

During the main academic sessions the library is open from 8:00 a.m. to 11:00 p.m., Monday through Thursday; 8:00 a.m. to 9:00 p.m. on Friday; 10:00 a.m. to 5:00 p.m. on Saturday and 2:00 p.m. to 11:00 p.m. on Sunday. The operation schedules for Summer sessions are reduced.

Computer Services

The Queens College Computing Center is located in Walker Science Building, and has an on-campus DEC VAX 22/750 central computer and several micro-computers manufactured by DEC, IBM, and Apple Corp. The central computer is equipped with 130 million characters of on-line disk storage, ten terminals, and a 600 line per minute printer. Queens is a subscriber to the North Carolina Educational Computing Service (NCECS), and thereby has remote access to the Triangle Universities Computation Center (TUCC) at Research Triangle Park, N.C. Hardware at TUCC includes an IBM 3081, as well as two Hewlett-Packard 2000 interactive computers. NCECS and TUCC support an extensive selection of software, including the major packages and simulations used in the graduate curriculum.

The Computing Center Director is Dr. Richard Ault whose office is in 312 Walker Science Building, extension 382 or 303.

Queens Career Center

The Queens Career Center provides personal and group services to Queens students and to members of the community. The center offers individual and group career/life planning services. Fees are set at $100.00 for individual counseling and testing,and $150.00 for individual counseling, testing, and full use of all Career Center resources and services.

Currently enrolled students are encouraged to utilize the library resources in the Career Center at no charge.

The Queens Career Center is located on the second floor of Jernigan Student Center with staff offices and an extensive Career Library. The center is open from 8:30 to 5:00 daily, Monday through Friday.

Bookstore

The Queens College Bookstore, operated by Saga Food Services, is located in the basement of Morrison Hall and may be entered from a door on the Selwyn Avenue side of the building. Regular bookstore hours are 10:00 a.m. to 5:30 p.m., Monday through Thursday, and 10:00 a.m. to 3:30 p.m. on Friday. The bookstore's hours will be extended during registration and the first week of classes each term in order to serve Graduate School students.

Class Officers

Once a year, in the Fall, those students who plan to graduate during the upcoming academic year will meet to choose class officers. A President, Vice President and Secretary/Treasurer will be elected.

Convocation

The Graduate School convocation is held during the first month of the Fall semester. This important event is designed to foster a spirit of unity, fellowship and community among the graduate students, faculty, administration, and Board of Trustees.

Dining Hall

Morrison Dining Hall is open from 4:30 p.m. to 5:45 p.m. for dinner. There is a dinner ticket program that currently enrolled Graduate School students may use. A ten-ticket packet may be purchased for $30.00, tax included, from the Saga Office in Morrison Dining Hall, and used for any dinner during the semester except Wednesday night family style. A single ticket may be purchased at the door for $3.25.

Other facilities available for Graduate School students include the Snack Bar located in the Jernigan Student Center, which operates Monday through Thursday from 5 p.m. to 10 p.m. Vending machines for student use are located in the basement of McEwen Building and the first floor of the Jernigan Student Center.

Parking

Students may not park on the Queens College campus without registering their cars with the Office of Public Safety (Stultz Building) and purchasing a parking permit. Registration of vehicles should be done at registration or within 48 hours of the first class of the semester. Students without decals are to park on the streets that form the boundary for the Queens College campus: Selwyn, Wellesley, Radcliffe, and Stanford Avenues.

The gravel lot behind Myers Park Traditional School, off Wellesley Avenue, is also available for student parking, with or without a permit, after 5:00 p.m. Monday through Friday.

A student parking permit is valid for one academic year, costs $5.00 and allows the student to park in assigned lots and unrestricted zones during the times indicated in the Queens College Parking Rules and Regulations.

Housing

Currently enrolled New College and Graduate School female students may live on campus in Albright Hall as part of the Live, Work and Study Program. The monthly charge is $181.25 for a furnished private room or $153.75 for a furnished shared room. A kitchen is provided on the hall with meal plans available in the Dining Hall. For further information contact Mrs. Katie Wireman, Assistant Director of Admissions.

Admissions/ Tuition and Fees/ Financial Aid

Admissions

The admissions policy of The Graduate School at Queens is designed to select students of outstanding promise for graduate work. Because the student body is the college's most important resource, careful attention is given to each student. Each applicant is considered on the basis of his or her individual achievements and merits.

Applications may be obtained by writing or calling the Admissions Office, Queens College, 1900 Selwyn Avenue, Charlotte, North Carolina, 28274. The telephone number is (704) 332-7121 ext. 313 or 334-5326. The office is located on the second floor of Burwell Hall.

All applications should be submitted to the above address; "Attention: Graduate Admissions."

The Graduate School at Queens operates on a continuous admissions procedure, announcing admissions decisions as soon as a file is complete and processed by the Graduate School Admissions Committee.

In order to be considered for admission to The Graduate School at Queens, a student should meet the guidelines outlined below. Each application will be evaluated individually. A student should:

1. Hold a baccalaureate degree from an accredited institution.

2. Have submitted official transcripts of all previous academic work beyond high school. All transcripts must be sent directly from each institution attended to the Admissions Office at Queens College. It is the student's responsibility to have all transcripts sent to Queens College.

3. Generally have a cumulative grade point average (QPA) of at least 2.5 or better on a 4.0 scale on all post-secondary academic course work. The QPA on all major courses or courses required for preparation for the area of proposed graduate study should be a 3.0 or better on a 4.0 scale.

4. Have submitted a completed Graduate School application form including the non-refundable $20 application fee.

5. Have provided to the Admissions Office two letters of reference.

6. Have submitted to the Admissions Office official evidence of satisfactory scores on the aptitude test appropriate for the degree sought. Special planning is necessary to assure that tests are taken with sufficient lead time for scores to be sent to the Queens College Admissions Office to permit consideration for the desired semester of matriculation.

7. Applicants from non-English speaking countries must also submit the following documents:

a. Scores for the Test of English as a Foreign Language (TOEFL) examination. Information and registration forms are available from TOEFL Program, ETS, Princeton, New Jersey, 08540.

b. Certified English translations of all prior academic records for work which corresponds to the bachelor's degree in the United States.

Tuition and Fees

While the Board of Trustees and Administration of the college reserve the right to adjust the tuition schedules at Queens at any time, the following basic fees have been established for the Graduate School for the fiscal year 1983-84:

*Tuition-per credit hour	$125.00
Application fee (non-refundable)	20.00
Late Registration fee (non-refundable)	7.00
Transcript fee (if necessary)	3.00
Graduation, cap and gown, and diploma fee	50.00
(Cost of purchasing or rental of Masters hood is not included.)	
Parking Permit	5.00
Identification Card Replacement	3.00

*Master of Education students should note details of the In-Service Scholarship program on page 11.

Accepted students are to make a deposit of $50.00 within 30 days of notification of acceptance, but no later than registration. This confirms the acceptance of the offer of admission to the Graduate School at Queens. This deposit will be applied toward tuition.

Regulations Regarding Payment

Upon signing the application for admission, the applicant accepts as binding all fees and regulations set forth in the catalog.

1. A student is not permitted to attend classes until satisfactory arrangements have been made to meet all financial obligations.

Continued class attendance is contingent upon maintaining good financial standing throughout the term.

2. Credits for financial aid are divided equally between the fall and spring terms.

3. No discount or scholarship award may be applied against the $50 deposit fee; that is, the initial deposit.

4. Diplomas, certificates, grades, and transcripts are granted only when the student's accounts have been paid in full.

Deferred Payment

Queens College offers a Deferred Payment Plan for Term I, Term II and Summer Term. Only tuition and registration fees may be deferred. The 1% Deferred Payment Fee and any miscellaneous charges are to be paid in full when invoiced. The Term I payment may be made in four equal installments, payable at registration and on the 15th of September, October, and November. The Term II payment may be made in four equal installments payable at registration and on the 15th of February, March, and April. Summer Session Deferred Payment Schedules may be obtained from the Business Office.

There is an additional charge of 1% per month for charges deferred under the Queens College Deferred Payment Plan. Students electing this form of payment will sign a Deferred Payment Form at registration.

Company Assisted Tuition

If a student's company is paying all or part of the student's tuition, Queens College will defer that portion of tuition (excluding the $50.00 deposit) until the end of the term.

There is an additional charge of 1% per month for charges deferred under this plan. Students electing this form of payment will sign a Company Assisted Waiver form at registration.

Withdrawal and Financial Obligations

Withdrawal for Academic Ineligibility

A refund will be made in the case of a student determined academically ineligible to return by the Graduate School Qualifications and Standards Committee of the College. Such decisions are made at the end of each term. Students who have made payments or who have a credit balance towards the next term will receive a refund.

Withdrawal for Illness

1. Students who withdraw from the college during the academic year as a result of illness will have tuition prorated as of the date of withdrawal, provided the physician recommends withdrawal in a letter to the Dean of the Graduate School.

Withdrawal for Other Reasons

1. Students who withdraw from the College during the academic year on their own initiative will have tuition prorated as of the date of withdrawal as follows:

Master of Business Administration:

	Term I	Term II
25% charged if withdrawing by	9-5-83	2-6-84
50% charged if withdrawing by	9-12-83	2-13-84
75% charged if withdrawing by	9-19-83	2-20-84

Master of Education:

	Term I	Term II
25% charged if withdrawing by	9-5-83	2-6-84
50% charged if withdrawing by	9-12-83	2-13-84
75% charged if withdrawing by	9-19-83	2-20-84

	Summer Term I	Summer Term II	Summer Term III
25% charged if withdrawing by	NA	NA	5-30-84
50% charged if withdrawing by	6-18-84	7-18-84	6-6-84
75% charged if withdrawing by	NA	NA	6-13-84

Special fees are not subject to proration.

Students who feel that individual circumstances warrant exception from the above-stated policy may appeal in writing to the Dean of the Graduate School.

2. Students suspended by the college will be subject to tuition proration according to the above schedule.

Withdrawal Involving Financial Aid

If the Business Office determines that the student is due a refund and all or part of the student's institutional charges were paid with financial aid funds, all or a proportionate part of the total refund must be returned to the Title IV Financial Aid Accounts and may be returned to other financial aid accounts, if necessary.

Amount to be returned will be determined as follows:

1. $\frac{\text{Title IV Aid}}{\text{Total Aid Package}} = x/y$

2. This fraction (x/y) will be applied to the total refund due.

3. The resulting amount is the amount of the Title IV Funds to be returned to Title IV Programs.

Queens' policy will be to distribute this total amount of funds to Title IV Programs in the following order, in no case exceeding the total amount originally awarded from that fund:

(1) NDSL
(2) Other Programs

Financial Aid

The Graduate School at Queens will make every effort to meet the demonstrated need of a student for financial aid. A student must be enrolled for six hours or more to be eligible for student financial aid.

Blumenthal Graduate Fellowships ranging from a $300 honorarium to a maximum of $2,000 annually are available to Master of Business Administration students who are truly outstanding in terms of academic achievement and potential. Blumenthal Fellows are selected by the Graduate Honors Committee on the basis of academic achievement, community service and outstanding character.

Any graduate student or person applying to the Graduate School with a minimum total index of 1150 (QPA x 200 plus GMAT score) with a GMAT score of at least 525 may apply or be nominated.

Blumenthal Fellows must attend and participate at an annual symposium at Wildacres Conference Center in Little Switzerland, N.C. Fellows' expenses are covered.

For further information a student may contact the Assistant Director of Admissions in the Admissions Office.

M.Ed. In-Service Scholarship Program. Scholarships of at least 50% of all tuition costs are available to all qualified, A certified, in-service teachers and instructional aides. To apply for the In-Service Scholarship, teachers need only to complete the appropriate form supplied by the Admissions Office.

The National Direct Student Loan (NDSL) Program permit students with established need to borrow up to $5,000 a year for graduate study, depending on costs, up to a maximum of $12,000 for undergraduate and graduate study. These loans bear a 5% annual interest rate during repayment. Repayment begins six months after the borrower ceases to be at least a half-time student and may extend over a period of 10 years. If the borrower enters certain public-service occupations, the loan may be canceled.

The amount of funds available to Queens students under the NDSL program is determined by allocations made to the college each year by the U.S. Department of Education.

The Guaranteed Student Loan Program permits students, upon recommendation of the college, to borrow from a bank or other financial institution with a federal government guarantee of repayment. Terms for these loans and of guaranteed interest arrangements may be obtained from participating banks or agencies in the state where the student resides. The College will advise the student in the process. North Carolina residents should contact: College Foundation, Inc., 1307 Glenwood Avenue, Raleigh, N.C. 27605.

The North Carolina Insured Student Loan Program permits state residents enrolled for six hours or more to borrow, through the College Foundation, Inc. on the basis of a needs analysis, as much as $5,000

per year up to a maximum of $25,000 for graduate and undergraduate study at 9% annual interest. Loans are insured and under certain conditions the U.S. Department of Education pays the interest on these loans during the in-school and grace periods. All students who have an adjusted gross income above $30,000 are required to demonstrate need in order to qualify.

North Carolina Parent Loans for Undergraduate Students are available to independent graduate students under certain conditions. Maximum loans are $3,000 per year, and interest on the loan is 12%. Repayment begins 60 days after the loan is disbursed. The borrower must pay all interest on the loan. Further information and applications for the loan should be secured from: College Foundation, Inc., Raleigh, North Carolina.

To Apply

To apply for financial assistance, other than the M.Ed. In-Service Scholarship Program, students must have been admitted to the Graduate School as degree candidates and must complete and submit two application forms:

1. The Queens College Application for Financial Aid to be submitted to the Director of Financial Aid, Queens College, Charlotte, North Carolina 28274.

2. The Financial Aid Form (FAF) to be submitted to the College Scholarship Service, Box 2700, Princeton, New Jersey 08541. The student should list Queens College, Charlotte, N.C., CSS code 5560, as the institution to receive the report.

3. Guaranteed Loan Applications and North Carolina PLUS Loan Applications must be secured from the lending agency. A list of lenders is available in the Financial Aid Office located on the 2nd floor of Burwell Hall.

All other forms are available from Queens' Office of Financial Aid.

Applications for financial aid should be submitted by entering students as soon as possible. Notification of action by the college will be sent after Queens receives an evaluation of the applicant's need from the College Scholarship Service.

Financial Aid Policies

Most financial aid programs are renewable throughout enrollment if the recipient demonstrates satisfactory progress toward graduation, but renewal of aid is not automatic. Students must reapply to the Financial Aid Office for assistance each year. The amount offered in grants and loans also may vary from year to year, depending upon students' needs and availability of funds.

Financial aid recipients who withdraw during the school year will have their aid prorated according to the regulations governing withdrawal.

Queens reserves the right to review and modify an offer of financial aid should the recipient receive aid from other sources after Queens' program has been offered. All federal programs are subject to Congressional change.

Academic Information

Policies

Length of Admission Eligibility

Acceptance into a graduate program will remain effective up to one calendar year following the commencement of the semester for which the acceptance has been made. Individuals who wish to enter after the one-year period are required to reapply, and the admission decision will be based on the existing admission standards at the time of the reapplication.

Leave of Absence and Readmission

A student may be granted a leave of absence for any number of semesters not to exceed one calendar year. A request for a leave of absence should be sent in writing to the Dean of The Graduate School. If the student returns on the agreed upon date, he or she will reenter the program with the same status as held at the time the leave commenced. Students who do not obtain a formal leave of absence shall be considered withdrawn from the college and will have to re-apply to gain readmission.

Grading System

The grading system for graduate status is:

A-outstanding graduate level work

B-good or high pass in graduate level work

C-fair or low pass in graduate level work

F-failure in graduate level work

I-incomplete

W-withdrawal

Incompletes

A student who has received the grade of Incomplete (I) has a specific time period within which to complete the course work. A grade of I automatically becomes F if the student fails to make up incomplete work satisfactorily. It is the student's responsibility to contact the professor and make arrangements for the work to be completed.

A grade of I received during Term I must be changed to a grade by the end of the second full week of regular classes of Term II. Term II and Summer Term incompletes must be changed no later than two weeks into Term I of the following academic year.

Attendance Policies

The college expects students to attend all class sessions. Specific attendance policies for each course are set by the individual faculty member. The faculty member announces at the beginning of each term the policy to be applied in a particular course and attendance policies for each course are kept on file in the Office of the Dean of the Graduate School.

Graduate Status

Individuals allowed to enroll in Graduate courses must be admitted under one of the following classifications:

Full Graduate Status

Full graduate status will be given to applicants who have met all admissions requirements including a satisfactory undergraduate quality point average, an acceptable aptitude test score and the satisfactory completion of any required preparation or prerequisite courses.

Preliminary Graduate Status

Applicants who have not yet completed the required preparation courses may be designated as having preliminary graduate status. Each student granted preliminary graduate status will be responsible for notifying in writing the Dean of The Graduate School when he or she has satisfied the conditions for admissions to full graduate status.

Probationary Graduate Status

An applicant whose undergraduate QPA or aptitude test score is marginal or who has failed to maintain a 3.0 average (4.0 scale) in previous graduate course work may be given probationary graduate status. Six hours of graduate work must be completed at Queens College with a 3.0 or better QPA to be removed from probationary graduate status.

Non-degree Graduate Status

A student who wishes to take graduate courses for transfer to another institution for personal satisfaction or for teaching certificate renewal, but does not wish to work toward a degree, will be classified as having non-degree graduate status. To be admitted as a non-degree graduate student, an individual must complete the same admissions procedures as other graduate applicants and must meet the standards or general admission into the graduate program. Generally, a graduate student may not take more than nine hours as a non-degree student. After completion of nine hours, the student may apply for the appropriate graduate status.

Academic Regulations

Term Load

A full-time graduate academic load is nine hours. A student who is employed full-time may not take more than six graduate credit hours per semester or a combination of graduate and undergraduate courses of nine or more hours without the written permission of the Dean of the Graduate School.

Academic Eligibility

To remain in a graduate program a student must maintain a 3.0 average on a 4.0 scale and must not make a grade of C or lower in more than two graduate courses. Any grade received from another institution will not be figured in the quality point average.

Academic Ineligibility

The graduate faculty determines the academic standards which the Graduate School Qualifications and Standards Committee administers.

This committee reviews each case of academic difficulty to determine the appropriate action and academic status for the graduate student.

If a student receives two C's in graduate courses and has a cumulative quality point average less than 3.0, the student will be placed on probationary status. If the student receives more than two C's, he or she will be placed on probation and may be dismissed from the program. A student placed on academic probation will have his or her record reviewed again by the Graduate School Qualifications and Standards Committee after six additional hours of graduate work have been completed in order to determine whether sufficient academic progress has been demonstrated for the student to be allowed to continue in the program.

If a graduate student does not meet program requirements or adhere to recommendations of the Qualifications and Standards Committee, he or she will be subject to dismissal from the college. All decisions regarding dismissal may be appealed to the Vice-President for Academic Affairs and the President of the College.

Records of Progress

Records of progress are kept by this institution on veteran and non-veteran students alike. Progress records are furnished to the students at the end of each scheduled school term.

Graduation Requirements

A student may be graduated only after meeting all of his or her specific program requirements and completing that program's required course work with a quality point average of 3.0 or better in the graduate courses. No more than six extra hours (2 courses) may be taken for the purpose of increasing the student's QPA to the required level. No course with an assigned grade below C may apply toward degree requirements. Only one such course may be repeated for credit.

All graduate courses must be completed within five years of admission. A candidate required to take preparation courses or remedial work must finish both preparation and graduate work within seven years of admission.

Transfer Regulations

Generally no more than six semester hours (2 courses) of graduate work in a thirty-three hour program or twenty percent of a program may be transferred from another institution. Only graduate courses with a grade of B or better will be considered for transfer credit. Courses considered for transfer credit must have been completed within the three years immediately preceding admission into a Queens College graduate program. Granting of transfer credit, is dependent upon the specific course under consideration, which will be evaluated in terms of content, level, and equivalency to the courses in the Graduate School at Queens. Any grade received from another institution will not be figured in the quality point average.

After a student has been admitted to the Graduate School he or she must request prior approval from the Dean of the Graduate School and the appropriate Coordinator for any course to be taken at another institution and transferred back to Queens College. Forms are available in the Office of the Dean of The Graduate School.

Honor Code

The Honor Code is one of the cherished possessions of Queens College and is of fundamental importance in the educational experience.

The Honor Code regulates all phases of college life and is binding on all members of the community.

The Code is based on three basic principles: (1) truthfulness at all times; (2) respect for the property of others; (3) honesty in tests, examinations, term papers and all other academic assignments.

Procedures

Drop and Add

The drop and add period is limited to the first week of class. A student must obtain permission from the Dean of The Graduate School to drop a class and a class should be added in its place. Full refund of tuition cannot be made after classes begin.

Withdrawal From A Course

A student must obtain permission from the Dean of The Graduate School to withdraw from a course. After the first full week of classes in any term, a student who drops a course receives a grade of W. The deadline for withdrawing from a course is one calendar week after the mid-point in any term. The student will be held responsible for tuition regardless of a company-assisted tuition plan. Permission to retake a course with no charge can only be granted by the Dean of the Graduate School.

Withdrawal from the College

A student wishing to withdraw from The Graduate School before the end of the term must notify the Dean of The Graduate School in writing in order to maintain a good standing. All grades are recorded as "W". If a student does not give written notification before the end of the term, all grades will be recorded as F.

The College reserves the right to require at any time the withdrawal of a student whose conduct or academic work is not considered satisfactory.

Summer School

The Graduate School operates at full capacity during the summer months. Schedules vary according to the degree program and are published in the Graduate School Calendar.

Student Advising

It is the student's responsibility to schedule advising appointments with the Coordinator of the appropriate graduate program. The Coordinator is to be used as a resource in planning course schedules and meeting graduation requirements.

Academic Program Information:

Master of Business Administration

The purpose of the Master of Business Administration program in the Graduate School at Queens is to provide an academically sound and relevant educational experience designed to prepare general managers and administrators who are knowledgeable, effective, and socially and ethically responsive. Decision-making skills, leadership abilities, study in the functional areas of business, governmental and international considerations are emphasized in order to offer a foundation on which to build careers in positions of responsibility.

Curriculum Rationale

The Master of Business Administration curriculum at Queens is a prescribed one; that is, it has a high proportion of specifically required courses. The program has been structured as such to ensure standardization of exposure to specific areas, techniques, experiences and information. The courses represent what is considered to be the core of essentials for preparation of today's manager. The curriculum indicates an absence of alliance with one or the other polar viewpoints on what constitutes the appropriate emphasis in Master of Business Administration curricula. Instead, the Queens course of study draws from both points of departure; that is, the curriculum offers a blend of adhering strongly to the objective of educating in the common core of managerial skills while at the same time paying allegiance to the realities of required literacy and competency in the functional areas of business.

Admissions Requirements

In addition to meeting graduate school entrance requirements listed on Page 8, MBA students must submit a satisfactory score on the Graduate Management Admissions Test. The test is to have been taken within the last five years. The scores, in conjunction with the students' academic record, are evaluated by the Graduate School Admissions Committee.

Prerequisites

The content of the Master of Business Administration program begins with preparation or prerequisite undergraduate courses. The student should be able to provide evidence of adequate preparation in economics, accounting, statistics, mathematics, computer science, communication skills, and the functional areas of business administration. The student may be required to take up to twenty-seven hours in specific undergraduate preparation courses to ensure an adequate foundation in the following areas:

	Possible hours required
Macroeconomics	3
Microeconomics	3
Statistics	3
Computer Concepts or equivalent (300 level)	3
Accounting	6
Management (300 level)	3
Marketing (300 level)	3
Finance (300 level)	3
	27

Some prerequisites may be waived, or substitutions approved, by the Dean of the Graduate School in consultation with the MBA Coordinator and/or appropriate faculty based upon an evaluation of transcripts, professional and work experience, CLEP tests, and general academic achievement. Generally, a test will be required to

validate acceptable knowledge of course material prior to exemption.

Degree Requirements

Requirements for the Master of Business Administration degree include adequate preparation in economics, statistics, computer concepts, accounting, mathematics, communication skills, marketing, management and finance. The degree course requirements include a total of eleven three-hour graduate courses (thirty-three hours), nine courses of which are specifically required with the remaining two being electives. Business Policy and Society, Business Administration 550, is the capstone course which is to be taken as the last course in the course sequence.

Required Courses

BA 516 Economics of the Firm

3 Hrs.

The application of microeconomic theory to managerial decision-making to answer basic resource allocation questions. The course is designed to provide the student with an ability to view resource allocation problems within a constrained optimization framework. Included are price and output decisions of the firm under various market conditions such as pure competition, monopoly, oligopoly, and monopolistic competition.

Prerequisite: Microeconomics.

BA 510 Organizational Behavior

3 Hrs.

A study of organizations and their environment as well as the social and psychological foundations necessary to an understanding of human behavior within complex organizations. Topics covered include group and inter-group behavior, leadership styles, organizational structures, and the decision-making process.

Prerequisite: Management.

BA 520 Managerial and Financial Accounting

3 Hrs.

Examines the ways in which accounting enables managers to operate effectively through the use of analysis and information as the foundation for managerial decision-making. Topics include an analysis of corporate annual reports, cost-volume-profit relationships, cost behavior patterns, flexible budgets and standards for control, relevant costs, capital budgeting, and the impact of taxes on management planning.

Prerequisite: Financial Accounting I and II.

BA 521 Financial Management

3 Hrs.

Examines the financial function and how it relates to other functions of the business firm including how financial decisions can further the basic enterprise's goal of wealth maximization. The student will explore in depth controversial conceptual problems. This course focuses on the various concepts for managerial decision-making such as forecasting, capital budgeting, decision-making under uncertainty, optimum financial structure, cost of capital, and asset management.

Prerequisites: Corporate Finance and BA 520, Managerial and Financial Accounting.

BA 530 Marketing Strategy

3 Hrs.

This course is designed to acquaint the student with the dynamic nature of the relationships between the consumer, the demand for goods and services, and the environment. The main point of emphasis is that marketing is a total system of business action rather than a fragmented assortment of functions and institutions. The structure of the course is the case approach which requires the student to use principles of marketing in the analysis of business problems.

Prerequisite: Marketing.

BA 512 Legal and Regulatory Environment

3 Hrs.

A survey course which encompasses a study of the statutes and regulations that govern interactions among businesses as well as the relationship of business to governmental bodies and consumers. Some of the topics covered include contracts, agency, partnerships, corporations, property, sales, commercial paper, bankruptcy, anti-trust, and government regulation of business.

Suggested prerequisite: Business Law.

BA 535 Quantitative Methods

3 Hrs.

This course develops a generalized framework useful in investigating all types of decision problems. The study includes various quantitative methods appropriate to an analysis of these types of problems. Methods include decision trees, linear programming,

transportation and assignment problems, inventory control, queuing theory, simulation, PERT-CPM, and game theory.

Prerequisites: Statistics and BA 516, Economics of the Firm.

EC 515 Macroeconomic Theory

3 Hrs.

The study of how goods and services are produced and distributed including an examination of economic policy and an analysis of how it affects the performance of the economic system. This course will explore the topics of national income and employment; market, the price system, and the allocation of resources; the distribution of income; the public sector; and the international economy.

Prerequisite: Macroeconomics.

BA 550 Business Policy and Society

3 Hrs.

A study of the policy making and administrative, ethical problems that must be faced in a private-enterprise society. The emphasis of the course is on the strategic planning necessary for an organization to define and achieve its overall objectives. Cases include problems in which economic, moral, personal, social, and political factors are involved. A major theoretical or practical project required. The final exam for the course is comprehensive and is designed to evaluate overall synthesis of content of the Master of Business Administration eleven course sequence. The capstone course may not be transferred from another institution.

Prerequisities: all required Master of Business Administration courses.

Electives (choose two)

BA 518 International Business

3 Hrs.

The study of profit-oriented business relationships conducted across national boundaries. This course incorporates a combination of basic disciplines and functional areas focusing on problems and opportunities involved when the firm makes the decision to begin international operations. Topics presented include international trade theory, direct foreign investment, foreign exchange, the international payments system, financial markets for international operation, taxation, government influence on trade, and international marketing.

Prerequisite: BA 515, Macroeconomic Theory

BA 511 Written and Oral Communications for the Professions

3 Hrs.

This course is designed to increase and maximize communication ability and skills required for the professional manager. Includes instruction in written and oral presentations and reports as well as extensive practice in both mediums including oral presentations and at least two 500-word papers. Where possible, speakers from business and industry will be invited to discuss problems encountered in management and executive level communications.

BA 536 Production Management

3 Hrs.

Designed to teach the student to manage the operating systems of organizations. Topics included are process selection, facilities planning, operations planning, operations control, and technological changes.

Prerequisites: Statistics and BA 535, Quantitative Methods.

BA 525 Specialized Topics in Business

3 Hrs.

Topics to be announced for each semester offered. Possible offerings including: Energy, Economics and the Environment; Finance; Banking and Foreign Exchange; Political Analysis for the Manager, and International Economics.

BA 545 Investment Analysis and Portfolio Management

3 Hrs.

This course includes the study of capital market theory, the balance between risk and return, rates of return required by investors and the study of betas in the capital asset pricing model, all examined from the viewpoint of the private investor.

Prerequisite: BA 521, Financial Management.

BA 540 Research in Business

3 Hrs.

This course requires the execution of a research project in an area related to the content of the MBA program. This course is open only to students who have completed all the required courses for the MBA except BA 550, Business Policy. Permission of the instructor and of the MBA Coordinator is required. An outline of the proposed research project must be completed and approved before a student may register for the course.

Prerequisite: Consent of MBA Coordinator and approval of the Dean of the Graduate School

Suggested Sequence of Courses

As a general rule, MBA students will follow the following sequence of courses:

Sequence #1

First Semester:
516 Economics of the Firm
520 Managerial and Financial Accounting

Second Semester:
515 Macroeconomics
535 Quantitative Methods

Third Semester:
510 Organizational Behavior (or elective)
521 Financial Management

Fourth Semester:
512 Legal and Regulatory
530 Marketing Strategy

Fifth Semester:
Elective (or Organizational Behavior)
Elective

Sixth Semester:
550 Business Policy

Sequence #2

First Semester:
515 Macroeconomics
512 Legal and Regulatory

Second Semester:
516 Economics of the Firm
520 Managerial and Financial Accounting

Third Semester:
535 Quantitative Methods
Elective

Fourth Semester:
510 Organizational Behavior
521 Financial Management

Fifth Semester:
530 Marketing Strategy
Elective

Sixth Semester:
Business Policy

Proposed Schedules

The following schedules are to aid the MBA student in planning. These schedules are subject to modification, but every effort will be made to adhere to them.

Master of Business Administration Proposed Schedules

Fall '83

Course Number	Title
BA 512	Legal and Regulatory
BA 518	International Business
BA 535	Quantitative Methods
EC 515	Macroeconomic Theory
BA 550	Business Policy
BA 525	Topics: Corporate Tax Considerations
BA 530	Marketing Strategy

Spring '84

Course Number	Title
BA 516	Economics of the Firm
BA 520	Managerial & Financial Accounting
BA 510	Organizational Behavior
BA 521	Financial Management
BA 550	Business Policy
BA 536	Production Management
BA 525	Topics: Strategic Planning

Summer '84

Course Number	Title
EC 515	Macroeconomic Theory
BA 535	Quantitative Methods
BA 512	Legal & Regulatory
BA 530	Marketing Strategy
BA 550	Business Policy
BA 545	Investments

Fall '84

Course Number	Title
BA 516	Economics of the Firm
BA 520	Managerial & Financial Accounting
BA 510	Organizational Behavior
BA 521	Financial Management
BA 550	Business Policy
BA 518	International Business
BA 525	Topics: Estate Planning and Administration

Spring '85

Course Number	Title
EC 515	Macroeconomic Theory
BA 535	Quantitative Methods
BA 512	Legal & Regulatory
BA 530	Marketing Strategy
BA 550	Business Policy
BA 536	Production Management
BA 525	Topics: Strategic Planning

Summer '85

Course Number	Title
BA 516	Economics of the Firm
BA 520	Managerial & Financial Accounting
BA 510	Organizational Behavior
BA 521	Financial Management
BA 550	Business Policy
BA 545	Investments

Distinguished Executive Lecturers

In order to benefit from the unique and valuable experience of eminently successful chief executive officers and entrepreneurial business leaders, "Distinguished Executive Lecturers" are named annually. Distinguished Executive Lecturers, appointed for a two-year term, give at least one lecture in a graduate class per year and visit the campus annually to contribute to curriculum evaluation and development. The breadth of the educational/experiencial background of these lecturers is extensive, with the uniting theme being their indisputable practical success and expertise.

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The establishment of a Business Advisory Council was approved in the Spring of 1978. The purpose of the Council is to aid in strengthening, evaluating, and planning the Business Administration programs at Queens College.

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Master of Education Programs

The Master of Education programs at Queens are designed to prepare classroom teachers in grades four through nine to meet the ever increasing challenges facing them. More than ever, there is more to know, and what there is to know is more complicated. Yet the future of America depends on what happens in today's classrooms. Queens' programs are dedicated to quality education for all students.

Graduate certification has been approved by the North Carolina Department of Public Instruction for those completing these degree programs. The degrees reflect the most recent action of the N.C. State Board of Education which divided the former intermediate certificate into two new certificates: Intermediate (grades 4-6) and Middle Grades (6-9).

Master of Intermediate Education

The Master of Intermediate Education is designed to assure competencies in the variety of curriculum areas necessary for teaching grades 4 through 6. The program is competency-based, which allows for flexibility. One half of the program courses are prescribed for the individual teacher; these courses are based on his or her present or needed competencies and interests. The other half of this program includes six required courses which emphasize advanced developmental psychology, interpreting research, and teaching reading and mathematics.

Master of Middle Grades Education

The Master of Middle Grades (6-9) program is designed to bridge the general intermediate educational experience and the more highly specialized secondary curriculum. This program offers the teacher a choice of three concentrations: humanities, math, and reading and writing. Each of these concentrations includes 15 hours of substantive content courses. In addition to the areas of concentration, there is a core requirement of four courses.

The HUMANITIES concentration reflects the growing belief that at an early age the education of students should include an awareness of and appreciation for the perennial lessons to be gained from the serious evaluation of human history.

The MATHEMATICS concentration has two purposes. The first purpose is to provide a new look at familiar classical mathematics. This look will focus on developing an historical perspective, exploring a more sophisticated level of abstraction, and discussing mathematical understanding in terms of cognitive development. The second purpose is to address the current need of understanding new technology and its role in the mathematics curriculum.

The READING AND WRITING concentration encompasses all aspects of mastering language at the middle school level. From a sound theoretical base, teachers will learn newer and more effective ways of developing reading and writing proficiency in all of their students.

Admissions Requirements

In addition to those requirements for admission to the Graduate School listed on page 8, M.Ed. applicants are required to hold a North Carolina A Certificate or the equivalent. Applicants are also re-

quired to submit satisfactory scores on either the Graduate Record Examination or the Miller Analogy Test. Applicants' scores, in conjunction with their previous academic work, are evaluated by the Graduate School Admissions Committee.

Prerequisites

Teachers choosing the mathematics concentration must demonstrate proficiency in mathematics. Transcripts of these teacher's work will be evaluated in order to determine placement in the academic program.

Degree Requirements

Both the Master of Intermediate Education and the Master of Middle Grades Education consist of 36 hours of graduate credit (12 courses) if all preparation requirements have been met. The programs are structured so that a teacher may complete the degree within two calendar years. After the 36 hours, a comprehensive oral examination will be given by the teacher's advisor or major concentration professor and one additional professor of the teacher's choice.

Required courses for the MASTER OF INTERMEDIATE EDUCATION include ED 501-503, 521, 599, and MATH ED 521. The remaining six courses are to be elected or prescribed in accordance with the teacher's needs and interests to insure compliance with certification competencies.

Required courses for the MASTER OF MIDDLE GRADES EDUCATION include ED 501-503, and 599. Each Master of Middle Grades degree candidate must also complete fifteen hours in one of the three concentrations: humanities, math, or reading and writing.

Required Courses

The following courses are required for both Master of Education Programs.

EDUC 501 **Psychology of Learning**

3 Hrs.

Investigation of various processes and principles of learning and their application to the teaching-learning situation. Consideration of test construction and interpretation as an integral part of the teaching-learning relationship.

EDUC 502 **Advanced Developmental Psychology**

3 Hrs.

A study of theoretical and experimental literature related to the personal, social, cognitive, and physical aspects of development. Special emphasis on the middle-intermediate school aged child.

EDUC 503 **Educational Research and Evaluation**

3 Hrs.

Consideration of the various techniques used in educational research. Emphasis will be placed upon critical analysis of research designs, statistical procedures, and interpretation of data.

EDUC 599 **Seminar in Curriculum and Instruction**

3 Hrs.

In-depth study of selected problem areas in intermediate school curriculum and instruction.

Electives or Prescribed Courses

In order to meet competency requirements and interests, each teacher will take courses, either prescribed or elected, from the following offerings. Depending on individual competency needs and interests, students may also utilize courses in each of the Middle Grades concentration areas.

EDUC 511 Sociology of Contemporary Education

3 Hrs.

A general survey of the relationships between education and other major societal subsystems, treated in historical and comparative perspectives.

EDUC 512 History and Philosophy of Education

3 Hrs.

Evaluation of twentieth century educational practices from historical and philosophical perspectives.

EDUC 531 Biological Sciences for Teachers

3 Hrs.

Emphasis on process approach to teaching biological sciences as well as understanding scientific concepts appropriate for intermediate or middle grades students.

EDUC 532 Physical and Earth Sciences for Teachers

3 Hrs.

Emphasis on process approach to teaching physical and earth sciences as well as understanding scientific concepts appropriate for intermediate or middle grades students.

EDUC 540 Social Studies for Teachers

3 Hrs.

Designed to help teachers develop a social studies curriculum which encompasses recent research and methodology developments.

EDUC 550 Health and P.E.

3 Hrs.

A survey course in curriculum, methods, and content of health and physical education.

EDUC 560 Audiovisual Methods and Materials

3 Hrs.

An introductory course in selection, use, and care of audiovisual equipment and the production of educational materials. Includes a study of the basic theoretical concepts relating to mass communications and visual literacy.

EDUC 570 Educational Testing

3 Hrs.

Basic concepts and principles of evaluation. Both standardized and teacher-made tests will be considered.

Concentrations

The following courses are those required for the three concentrations available in the Master of Middle Grades Education. When appropriate, courses may also be used as electives or prescribed courses for either the Master of Middle Grades Education or Master of Intermediate Education.

Humanities

Humanities 521 The Ancient World of Greece and Rome.

3 Hrs.

Through an examination of the philosophy, mythology, political history, art, and literature of Greece and Rome, this course introduces the student to the fundamental issues which underlie the human enterprise as they were perceived in the ancient world.

Humanities 522 The Medieval and Renaissance Worlds.

3 Hrs.

This course examines the reassessment of the Greek and Roman Ideals in the religious context of the Middle Ages and examines the persistence of these ideals in transformed shape in the Renaissance.

Humanities 523 Reason, Romanticism, and Realism.

3 Hrs.

This course examines the extension of Renaissance individualism and "secularism" in the Post-Copernican Worlds of the Enlightenment, the Age of Romanticism, and the Age of Science to the end of World War I.

Humanities 524 The Modern Age: Europe, America, and the Third World.

3 Hrs.

This course examines the critical issues faced by Mankind in the modern age and includes exploration of the cultures of developing nations of the Third World.

Humanities 525 **Methods of Teaching Humanities.**

3 Hrs.

This course will examine ways to teach Humanities to students in grades 4-9.

Prerequisite: At least one course from Humanities 521-524

Mathematics

Math Ed 521 **Foundations of Mathematics**

3 Hrs.

The development of the number system studied in parallel with a child's cognitive development. The course stresses "hands-on" approach to mathematics with applications from the sciences and related areas.

Math Ed 522 **Introduction to Computing for Teachers**

3 Hrs.

An introduction to computers and how they work. A survey of computer applications in society and the "classic" applications of computers in education. Students will be introduced to LOGO and receive some instruction in reading progams.

Math Ed 523 **Problem Solving from an Historical Perspective**

3 Hrs.

Study of the history of mathematics from the problem solving perspective. Topics to be covered are different problem solving techniques, logical reasoning, and mathematical proofs.

Math Ed 524 **Concepts of Data Analysis**

3 Hrs.

Provides an understanding of the concepts of presentation and analysis of data. This will include elementary statistics and probability, graphs, charts, and data descriptions.

Math Ed 525 **Problems in Teaching Mathematics**

3 Hrs.

The course is designed to encourage the development of independent learning and research skills. Research projects will be assigned from unfamiliar but elementary topics in mathematics and topics of current interest in mathematics education.

Reading and Writing

EDUC 521 **Reading in Intermediate & Middle Grades**

3 Hrs.

Study of the reading process and its relationship to language, learning, and thought. Emphasis will be placed on examining newer techniques, materials, and practices and implementing them in the middle and intermediate grades.

EDUC 522 **Writing and Other Language Arts in the Elementary School**

3 Hrs.

Study of the interrelationship of the language arts. Emphasis on developing competence and confidence in communication skills, particularly composition.

EDUC 523 **Studies in Linguistics**

3 Hrs.

Studies of the main tenets of structural linguistics and transformational grammar with some attention to the relation between linguistic theories and older theories about language.

EDUC 524 **Diagnosis and Correction of Reading Difficulties**

3 Hrs.

Examination of the causes and diagnosis of reading difficulties and methods and materials of instruction. Practical application with individuals or small groups will be required.

EDUC 525 **Practicum in Teaching Reading and Writing**

3 Hrs.

Practical application of the curriculum and instruction in reading and writing.

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Cataloging Librarian
A.B., High Point College; B.S.L.S., University of North Carolina at Chapel Hill

Paul C. Porterfield
Director of Instructional Media Center
A.B., Roanoke College; M.S.L.S., Atlanta University; Ed. Spec., Georgia State University

William Lee Gragg II
Assistant Public Services Librarian
A.B., Hamilton College; Cerificat pratique de langue francaise, University of Paris; M.A., M.S.L.S., University of North Carolina at Chapel Hill

Elna H. Falls
Circulation Assistant
B.A., University of North Carolina at Chapel Hill

Katherine I. Jenkins
Book Order Specialist

Colleen Turnage
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B.A., Queens College

Student Affairs

Sidney Kerr
Dean of Student Affairs
B.A., Agnes Scott College; M.Ed., Georgia State University

Chaplain

Jennifer L. Burns
B.A., Boston College; M.Div., Princeton Theological Seminary; Ordained, Presbyterian Church (USA)

Queens Career Center

Mary A. Rhodes
Director of the Career Center and Director of New Dimensions
B.A., Mount Mary College; M.S., Mankato State University

Janet M. Huber
Coordinator of Employment Planning
B.A., St. Lawrence University; M.Ed., University of Virginia

Marcia B. Ellis
Career Specialist
B.S., State University of New York at Brockport; M.S., State University of New York at Albany

Jane Spangler Poe
Career Specialist
B.A., University of North Carolina at Chapel Hill; M.Ed., University of North Carolina at Charlotte

Angie E. Hammett
Secretary

Admissions

Eugenia H. Burton
Director of Admissions
B.A., Queens College

Katie M. Wireman
Assistant Director of Admissions, New College and The Graduate School
A.B., Georgetown College; M.A., Peabody College of Vanderbilt University

Nancy M. Bennight
Secretary

Susan Horton
Secretary

Effie Koinis
Secretary/Receptionist

Office of Financial Aid

Ann K. Murphy
Director
B.A., Randolph-Macon Woman's College

Donna R. Stark
Associate Director
B.A., Queens College

Robin Deans Terry
Assistant to the Director
B.S., Longwood College

Development

Alan W. Lee
Vice President for Development and College Relations
B.A., Washington and Lee University; M.Ed., University of North Carolina at Charlotte

Linda L. Love
Director of Annual Support
B.A., University of North Carolina at Charlotte

Ray McCorkle
Secretary to the Vice President

Office of Communications

Ann M. Matthews
Director of News Services
B.A., University of North Carolina at Chapel Hill

Office of Alumnae Affairs

Adelaide A. Davis
Director
A.B., Queens College

Susan Durham
Secretary

Business Office

Dennis W. Frodsham
Vice President for Finance and Planning
B.A., Princeton University; M.B.A., University of Chicago

Laurie S. Guy
Business Manager and Controller
B.S., University of North Carolina at Greensboro

Rita L. Stone
Special Events Director and Personnel Coordinator
B.M., Queens College

Jeannette Manning
Assistant to the Controller
B.S., Clemson University; B.A., University of North Carolina at Charlotte

Connie S. Smith
Bookkeeper

Mary W. Waterstradt
Secretary

Dorothy A. Wentz
Cashier/Bookkeeper

Glenda Manning
Receptionist/Switchboard Operator

Milly Schultz
Receptionist/Switchboard Operator

Computer Center

Richard H. Ault
Director of Computer Center and Assistant Professor of Mathematics and Computer Science
B.S.E.E., University of Miami; M.S., Ph.D., California Institute of Technology

Joan S. Oviatt
Assistant to the Director
B.A., Queens College

Department of Public Safety

Sarah L. Minnis
Director of Public Safety
B.A., Appalachian State University

Rodger Brock
Corporal
Field Training Officer

Neil D. Ray
Corporal
Field Training Officer

Sandra Crenshaw
Patrolman

Lance Warboys
Patrolman

Kathy Fesperman
Dispatcher
B.A., Queens College

Dining Hall and Book Store

Fred Formichella
Director
Saga Food Service

Mark A. Nelson
Food Service Manager
Saga Food Service

Barbara L. Knowles
Saga Supervisor

M'Lou Green
Saga Book Store Manager
B.A., Queens College

Donna Trask
Secretary
Saga Food Service

Maintenance

David Zeeso
Physical Plant Director
B.S.E.E., Illinois Institute of Technology; M.A., Columbia University

Johnny L. Brown
Supervisor

John Mizelle
Supervisor

Gail Vickery
Groundsmaster

Viola Holland
Secretary/Clerk

Post Office

Dave Peterson
Clerk
Campus Post Office
B.S., East Tennessee State University

Graduate Faculty

Date following name and title indicates year of appointment.

*Part-time
**Leave of Absence

*John Adams
Associate Professor of Organization and Management 1980
B.S., University of New Hampshire; M.S., Florida State University; Ph.D., Syracuse University

Richard H. Ault
Director of the Computer Center and Assistant Professor of Mathematics and Computer Science
B.S.E.E., University of Miami; M.S., Ph.D., California Institute of Technology

Carol Boggs
Assistant Professor of Sociology 1981
B.A., Asbury College; M.Ed., Ph.D., University of Maryland

Claire Vonk Brooks
Assistant Professor of Accounting 1983
B.A., Newcomb College of Tulane University; Ph.D., The University of Kansas; Certified Public Accountant (CPA)

Helen G. Cappleman
Assistant Professor of Education 1979
A.B., University of North Carolina at Chapel Hill; M.Ed., Ph.D., Duke University

Florapearl Cobey
Assistant Professor of Chemistry 1976
B.S., University of Tennessee at Chattanooga; Ph.D., Duke University

*Kenneth M. Collins
Lecturer in Business, Mathematics, and Education
B.S., M.S., Polytechnic Institute of Brooklyn; Ph.D., Purdue University

Richard F. Crown
Associate Professor of Art 1971
B.A., New York University; M.A., Indiana University; M.F.A., University of Massachusetts

Mollie C. Davis
Associate Professor of History 1972
A.B., Hollins College; M.A.T., Emory University; Ph.D., University of Georgia

Jack H. Fehon
Division Chairman of Natural Science and Mathematics; Dana Professor of Biology 1956
B.A., M.S., University of Florida; Ph.D., Florida State University

Robert L. Finley
Associate Professor of Finance and Economics 1981
B.B.A., M.A., Ph.D., University of Oklahoma

*Guy L. Forcucci
Lecturer in Business Administration
B.B.A.,Niagara University; J.D., Buffalo School of Law

James W. Foster, Jr.
Assistant Professor of Business 1982
B.B.A., Siena College; J.D., Albany Law School; Certified Public Accountant (CPA)

David A. Freeman
Assistant Professor of Political Science and Philosophy 1980
B.A., University of Kentucky; M.A., Eastern Kentucky University; Ph.D., Claremont Graduate School

Richard Goode
Assistant Professor of English 1978
B.A., Washington and Lee University; M.A., Ph.D., University of Texas at Austin

Charles O. Hadley
Professor of English 1955
A.B.,Davidson College; M.A., University of North Carolina at Chapel Hill; Ph.D., University of Georgia

Rebecca C. Jann
Assistant Professor of Biology 1978
B.A., Catawba College; Ph.D., Wake Forest University

Randall R. Kincaid
Professor of Economics 1982
B.A., Wofford College; M.A., Ph.D., Duke University

Marjorie T. Kirby
Z. Smith Reynolds Professor of Foreign Languages (Spanish) 1962
A.B., Birmingham-Southern College; M.A., Ph.D., University of North Carolina at Chapel Hill

Joseph E. Lammers
Professor of Music (Piano) 1962
B.Mus., University of Alabama; M.Mus., Ph.D., Florida State University

John M. Lincourt
Lecturer in Philosophy 1983
B.A., St. Anselm's College; M.A., Niagara University; Ph.D., State University of New York at Buffalo

*M. Dean Martin
Associate Professor in Management & Marketing 1981
B.S., Louisiana State University; M.B.A., Ph.D., University of Oklahoma

Virginia L. Martin
Professor of Biology 1966
Carol G. Belk Faculty Fellow 1983-85
B.S., Wake Forest University; M.S., Ph.D., Emory University

Emory H. Mason, Jr.
Associate Professor of Education, Director of Teacher Education Programs 1965
A.B., Catawba College; M.A., Appalachian State University; Ed.D., Duke University

Micheal B. McCormick
Chairman of the Division of Business and Economics, Associate Professor of Business Administration 1981
B.S., University of Oregon; M.B.A., Ph.D., University of Missouri at Columbia

*J. Michael McDonald
Associate Professor of Industrial Management, Clemson University 1980
B.S., Georgia Institute of Technology; M.Ed., Ph.D., University of Georgia

Paul B. Newman
Chairman of Humanities Division
Professor of English 1963
B.S., M.A., Ph.D., University of Chicago; M.F.A., University of Iowa

*Ronald A. Norelli
Lecturer in Business Administration
S.B., S.M., Massachusetts Institute of Technology; M.B.A., Northeastern University

Jeffrey A. Nystrom
Assistant Professor of Chemistry 1982
B.S., North Carolina State University; Ph.D., University of North Carolina at Chapel Hill

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Professor of Physics 1962
B.S., Memphis State University; M.S., Ph.D., Vanderbilt University

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Associate Professor of Art 1983
B.A., Princeton University; Ph.D., University of North Carolina at Chapel Hill

Norris W. Preyer
Dana Professor of History 1957
A.B., University of North Carolina at Chapel Hill; M.A., Ph.D., University of Virginia

Clyda S. Rent
Professor of Business Administration and Sociology, Dean of Graduate School and New College at Queens 1972
B.A., M.S., Ph.D., Florida State University

John B. Robbins
Assistant Professor of Humanities 1981
A.B., Hampden-Sydney College, Ph.D., Rice University

*Terrence H. Scout
Assistant Professor of Business Administration 1983
B.S., Shippensburg State College; M.B.A., University of North Carolina at Charlotte; M.A., Ph.D., University of California at Riverside

Joyce H. Shealy
Chairman of Division of Social Sciences and Education
Dana Professor of Psychology 1959
A.B., M.A., University of South Carolina; M.A., Ohio State University; Ph.D., University of North Carolina at Chapel Hill

George A. Stegner
Chairman of Division of Fine Arts
Dana Professor of Music (Piano) 1955
B.S., Miami State University (Oxford, Ohio); B.Mus., M.Mus., Cincinnati Conservatory; D.F.A., Chicago Musical College

Maria S. Terrell
Assistant Professor of Mathematics 1982
B.A., Albertus Magnus College, Ph.D., University of Virginia

William A. Thompson
Professor of History 1975
Dean of the College of Arts and Sciences
A.B., Davidson College; M.A., Ph.D., Vanderbilt University

Cynthia H. Tyson
Professor of English and Vice President for Academic Affairs 1969
B.A., M.A., Ph.D., University of Leeds (England)

Robert W. Whalen
Associate Professor of History 1983
B.S., Georgetown University; M.A. Ph.D., Cornell University

*Donald Wiggins
Associate Professor of Finance
D.B.A., Louisiana Tech; M.B.A., B.B.A., Georgia Southern

Billy O. Wireman
Professor of Management and Education and President of the College 1978
A.B., Georgetown College; M.A., University of Kentucky; Ed.D., Peabody College of Vanderbilt University; L.H.D., Eckerd College; L.H.D., University of Tampa

*Karen J. Zapata
Associate Professor of Business 1978
B.A., B.S., University of North Carolina at Charlotte; M.B.A., Winthrop College; Certified Public Accountant (CPA)

Professors Emeriti

Thelma Albright
Associate Professor Emeritus of English
A.B., Greensboro College; M.A., Duke University; L.H.D., Queens College

Charles E. Brewer, Jr.
Associate Professor Emeritus of Economics
A.B., Princeton University

Roberta T.S. Chalmers
Associate Professor Emeritus of English
A.B., D. Litt., Mount Holyoke College; M.A., Radcliffe College; B. Litt., Oxford University (England); D.Litt., Kenyon College

Nancy Eagle Duncan
Dana Professor of Music Emeritus
B.S.M., University of North Carolina at Greensboro; M.A., University of North Carolina at Chapel Hill

Sarah Irene Dunlap
Assistant Professor Emeritus of Home Economics
B.S., M.A., Winthrop College

Ann S. Gebhardt
Professor Emeritus of Art 1953
B.F.A., M.A., Ohio State University

Hughes B. Hoyle, Jr.
Professor Emeritus of Mathematics
A.B., M.A., Ph.D., University of North Carolina at Chapel Hill

Albert R. May
Professor Emeritus of Music (Voice)
Boston University of Music; Juilliard School of Music

Mildred Morse McEwen
Professor Emeritus of Chemistry
B.A., Queens College; A.B., M.A., Ph.D., University of North Carolina at Chapel Hill

Mildred L. Miscally
Assistant Professor Emeritus of Journalism
A.B., M.A., University of Georgia

Sarah McKee Nooe
Professor Emeritus of Biology
B.S., Meredith College; M.A., Columbia University

Caroline Gordon Richardson
Assistant Professor of Foreign Languages (French)
A.B., Winthrop College; M.A., University of South Carolina

George A. Shealy
Professor Emeritus of Art
Indiana University; Chicago Art Institute; Bell School of Art; Oxbow School of Painting

Mary Lee Taylor
Associate Professor Emeritus of Religion
A.B., Salem College; M.R.E., The Biblical Seminary, New York

Laura A. Tillett
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A.B., Duke University; M.A. Columbia University

Degrees Conferred 1982-1983

Master of Business Administration

August, 1982

Ina Elizabeth Blackmore
John William Boyle
Robert Jay Friedhein
Harry LeRoy Keller
William Leonard McPherson
Kenneth Morris O'Connell
John Charles Snyder
Paul Archibald Stroup
Randy Thomas Tropasso

December, 1982

Jack Thomas Howard
John William Fiest
Willard Lee Beall
Michael Smiley Kitlan, Jr.
Elisabeth Weber Klein
Lynn Leibowitz
David Michael Lubert
William Richard McAdams
Sharon Lee Oatman
Richard James Rateau
Dale William Saville
Eckart Frederick Schultze

May, 1983

Sharon Woosley Bies
Eric James Blaser
Jack Evans Broadhurst
Edward Rankin Clapp
Gregory Thomas Dixon
William Ted Harkey
Ann Pounds Lampron
David Hudson Meacham
Craig Joel Sprague
Kimberly Ann Schrum
Robert David Wood
Scott Van Der Linden

Candidates for Degrees
August 1983

William Brooks
Elizabeth Rivers Curry
Janice Henshaw
Robert Lee Lorentz
Donald Rupert Lyles
Marshall Brooks Pettit
Douglas Powell Rich
Susan Joan Smiley
William Dennis Thorpe

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